

# **Maine Center for Disease Control and Prevention WIC Nutrition Program**

Effective: October 1, 2012

Policy No. CR-1

Revised: August 1, 2014

## **Public Notification Requirements and Nondiscrimination Notification**

### **Authority**

7 CFR §246.4(a)(17); §246.8

22 MRSA §255 and §1951

10-144 CMR Chapter 286, §II.P.1

The National Voter Registration Act of 1993

### **Policy**

1. All participants/applicants shall be informed of their rights and responsibilities; that they are protected against discrimination on the basis of race, color, national origin, sex, age, creed, sexual orientation, or disability; and the procedure for filing a complaint.
2. All clinic sites must display the United States Department of Agriculture (USDA) “And Justice for All” poster in a noticeable location. The poster may be downloaded from <http://www.fns.usda.gov/cr/and-justice-all-posters>.
3. All publicly distributed Maine CDC WIC Nutrition Program materials shall include the FNS and DHHS nondiscrimination policy statement and civil rights complaint procedure (see Policy CR-4, Civil Rights Complaints Process).
4. The nondiscrimination statement is not required on nutrition education and breastfeeding promotion and support materials that strictly provide a nutrition message with no mention of the Maine CDC WIC Nutrition Program.
5. The Maine CDC WIC Nutrition program shall offer voter registration assistance services at Local Agencies.

### **Procedures**

1. Local Agencies shall include the following USDA and Department of Health and Human Services nondiscrimination policy statement and civil rights complaint procedure on all Local Agency-developed materials:
  - 1.1 USDA

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

1.2 DHHS:

“The Department of Health and Human Services (DHHS) does not discriminate on the basis of disability, race, color, creed, gender, sexual orientation, age, or national origin, in admission to, access to, or operation of its program, services or activities, or its hiring or employment practices. This notice is provided, as required, by Title II of the Americans With Disabilities Act of 1990 and in accordance with the Civil Rights Act of 1964 as amended, section 504 of the Rehabilitation Act of 1973 as amended, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and the Maine Human Rights Act and Executive Order regarding State of Maine contracts for services. Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to DHHS, ADA Compliance/EEO Coordinators, 11 State House Station, 221 State Street, Augusta, ME 04333, 207-287-4289 (v), 207-287-3488 (v), TTY users call Maine relay 711. Individuals who need auxiliary aids for effective communication in program and services of DHHS are invited to make their needs and preferences known to the ADA compliance/EEO coordinators. This notice is available in alternate formats upon request.”

2. If a material is too small to permit the full statement to be included, the material shall, at a minimum, include the statement: *“This institution is an equal opportunity provider,”* in print size no smaller than the text.

3. An imprinted civil rights statement is not required on items such as cups, buttons, magnets and pens that identify the ME CDC WIC Nutrition Program, when the size or configuration make it impractical.
4. Radio and television public service announcements require the statement “*WIC is an equal opportunity provider*”.
5. Voter registration applications and materials must be made available and easily accessible in all clinic sites.
6. Any videos and/or public service announcements produced or used by the State or Local Agencies shall be closed captioned. Labels and promotional materials shall clearly identify the presence of closed captioning. Material already existing as of the date of this policy need not be modified to include closed captioning.